

Agenda:

1

Time Management and how can help us

2

Tips and trick for an efficient time management

3

Classification of activities and their prioritization

4

Responsibility

5

Conclusions

Time management

Definition: Management means to efficiently lead an activity.

Time management involves:

Organizing time



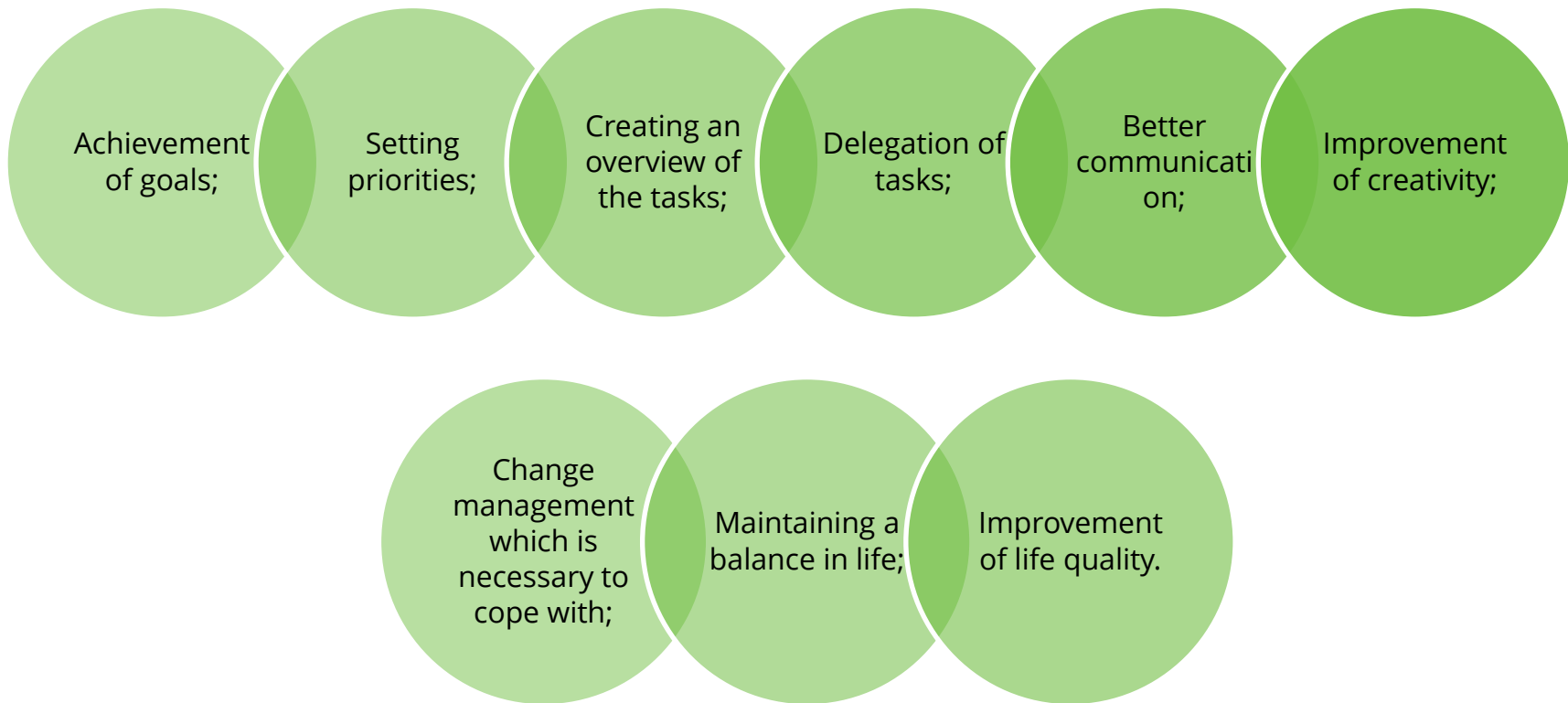
Optimal use of resources to achieve expected results in a given period of time;



Prioritization of actions that, in a predetermined period of time, to get the proposed results.



Benefits



Tips and Tricks

- 1. Keep records:** Write down in a notebook all the things you do for a week. Thus, we understand how time is used for productive purposes and how much time is lost.
- 2. Schedule activities:** Assign a time of preparation for each major task and its programming (when it starts and when it ends)
- 3. Focus on results:** Allocate 50% of your time to those activities that will return the most results expected
- 4. Activities not covered:** Consider a time for interruptions
- 5. Plan your daily activities:** Allocate your time each morning for planning daily activities
- 6. View the result:** Think before each activity what results you want, operate, and then analyze the actual result
- 7. No interruptions:**
 - Make sure you will not be disturbed when you have urgent activities
 - Do not answer the phone or emails just because you get them
 - It is good to limit other activities that can distract ourselves, if we are not use these tools to perform the tasks (Internet, Facebook, etc.)
- 8. Pareto Principle:** Remember that 20% of your actions produce 80% of the results

Know your own organism: Manage your workday according to your own biorhythm

Classification of activities

	Urgent	Postpone
Important	<ul style="list-style-type: none"> -CRISES; -ISSUE WITH PRESSURING TASKS; -FIXED TERM PROJECTS 	<ul style="list-style-type: none"> -PREVENTION/PLANNIFICATION -IMPROVEMENT OF RELATIONS; -RECOGNITION OF NEW OPPORTUNITIES; -PLANNING/RECREATION
Not important	<ul style="list-style-type: none"> -INTERRUPTIONS, CALLS; -MAIL, -REPORTS, MEETINGSI, -NOT PRESSURING TASKS, -SMALL ACTIVITIES. 	<ul style="list-style-type: none"> -ROUTINE WORK; -TIME LOST; -"ESCAPE ACTIVITIES"

Responsibility

Definition: Obligation of a person or organization to be responsible for given decisions, actions taken and objectives achieved. It is very closely with the company's expectations for employees and expectations of each of us to the company.

Benefits:

Leads to opportunities
for personal
development

Contribute to greater
confidence and facilitate
decision making

Leads to efficiency and
progress by achieving
the goals and objectives
of the organization

Contribute to a better
image and reputation of
each employee and also
of the company

"Who do you think is responsible for the results of your life?" - Napoleon Hill

Responsibility

Being responsible means:

To argue our opinions
and decisions

To add value to the work
that we do

To act as a vector of
change

To know our professional
and personal limits

To be involved

To manage our emotions
in a constructive way

To want to evolve

To have a proper
professional and
personal conduct

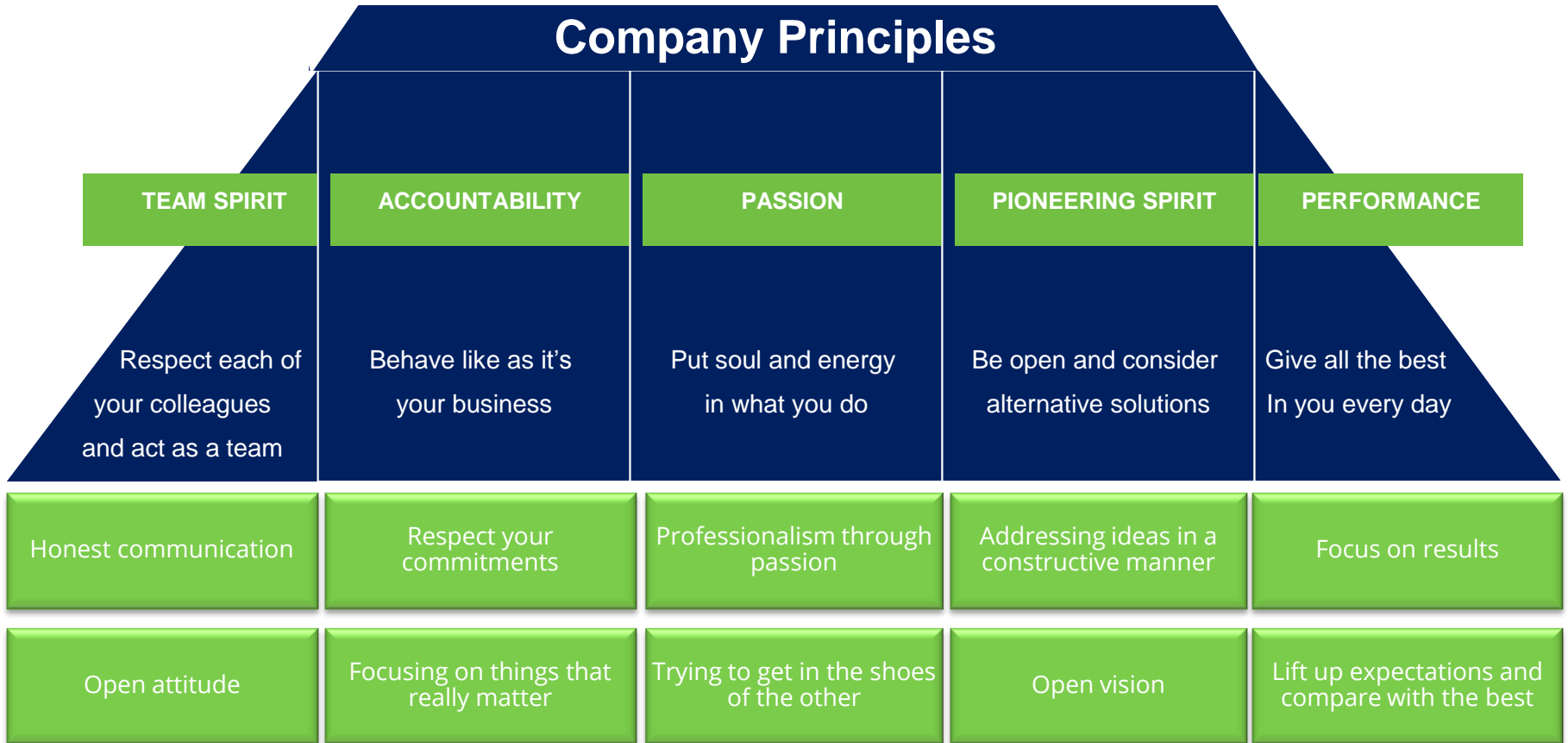
To know how to win, but
to accept the defeat

To be innovative

To show that we care

To make right choices,
not necessarily the easy
ones

Winning behaviors



Conclusions:

- ❑ Each of us has the same 24 hours / day and 168 hours / week to eat, sleep, work or study.
- ❑ There is no magic formula to help us make the best of this time. Thus, we must cherish it.
- ❑ Time management requires discipline and control until changes are assimilated, and this becomes a daily habit.
- ❑ An effective time management requires a sense of balance.
- ❑ While improving time management skills, we will experience fewer stressful situations resulting from the desire to achieve as many activities.
- ❑ Time management will give us a sense of control over our own lives.
- ❑ The key is in our hands.